



DEPARTMENT OF THE NAVY

NAVAL MEDICAL CENTER
34800 BOB WILSON DR
SAN DIEGO, CALIFORNIA 92134-5000

IN REPLY REFER TO

NAVMEDCEN SDIEGOINST 7044.1A
RA

67 APR 1995

NAVMEDCEN SDIEGO INSTRUCTION 7044.1A

From: Commander

Subj: MANAGEMENT OF RESEARCH PROJECT FUNDS PROVIDED BY OTHER
GOVERNMENT ORGANIZATIONS

Ref: (a) HSETCINST 6000.41A

1. Purpose

a. To establish review and/or approve mechanisms for the management and expenditure of funds provided by any outside governmental organization or agency to any military or civilian government employee assigned to or employed by Naval Medical Center, San Diego (NMCSO).

b. To implement procedures necessary to ensure compliance with this instruction.

2. Cancellation. NAVMEDCEN SDIEGOINST 7044.1 is hereby canceled or superseded.

3. Background

a. Per reference (a) the Commander, NMCSO, is responsible for:

(1) Ensuring the proper submission, review and management of all research performed by personnel assigned to or employed by NMCSO.

(2) Verifying that the budgets requested are adequate for the work to be performed and ensuring funds are expended as required to meet the goals and objectives of the projects for which they are provided.

b. The primary responsibility for oversight of the submission and review process has been previously delegated to the Head, Clinical Investigation Department (CID). It is therefore appropriate that the Head, CID, in direct cooperation with the Comptroller, and individual project Principal Investigators, review all expenditures to ensure funds are appropriately utilized to achieve study objectives.

4. Policy. Effective immediately all expenditures provided for the express purpose of carrying out research investigations from any outside governmental organization or agency will be reviewed and approved by:

a. Head, CID to ensure relevance to the execution of the research project

b. Comptroller to ensure funds are available and utilize proper accounting data. Comptroller will continue to maintain separate account codes (Job Order Number (JON)) for each project.

5. Action

a. NMCSO staff member (Investigator) submitting request will:

(1) Maintain responsibility for properly planning work and expenditures to ensure completion of prescribed objectives utilizing the budget provided.

(2) Prepare complete documentation required for the purchase of the item(s) requested. This includes DD Form 1149's, additional justifications (i.e., sole source, priority 6, etc.) for supplies or equipment, statement of work or other specifications for contract services, TAD requests, or any other requests for expenditures of funds from a research account. A memo indicating relevance to the project for any items not requiring a DD 1149 should be submitted for review.

(3) Have requests approved by the normal administrative chain prior to submission to Head, CID for review and approval. A complete file of expenditure requests, justifications, and accounting reports will be maintained for review.

b. Head, CID will:

(1) Review expenditure requests to ensure compliance with the directive to utilize funds appropriately per the goals and objectives of the project. Additional justification of documentation may be requested from the investigator.

(2) Countersign approved requests as the Approving Authority on the DD 1149 or TAD request (NMCSO 5050/1) as appropriate.

(3) Conduct periodic reviews of expenditure records.

c. Comptroller will ensure proper assignment of accounting codes and availability of funds. Separate JON accounts will be maintained for each project.


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